
Subject: KWIC User Security

Effective Date: February 1, 2006

Revised from: October 1, 2004

Policy: Individuals, including local WIC staff and WIC State Office employees, involved in the WIC eligibility, certification, and check process, are responsible for the safeguarding of WIC Program client information. Security profiles built into the KWIC Application protect this information by limiting access to client information. Access is obtained through a request to the KWIC Security Manager in the State WIC Office.

Procedure:

The following e-mail address has been established to handle security requests:

wicstaffchange@kdhe.state.ks.us

Contacts may also be made by telephone. Contact the SA as soon as possible when there is a change so that access can be quickly added or removed as needed. See section ADM 11.00.00 Local Agency Staff Training – New Employees for details to add access for new staff.

A staff member's role in the clinic determines which windows she or he has access to in the KWIC System. The following descriptions are not meant to be a complete list of duties, but are to provide enough information to know what security clearance level is appropriate for different staff members.

Receptionist: Receptionist security clearance allows the person access to enough windows in KWIC to be able to enter applicants into the system, make/reschedule appointments and answer questions from a client about the date and time of his or her next appointment. This clearance also allows the person to record vendor complaints in KWIC and generate reports. A person with Receptionist security clearance **cannot** issue WIC checks to clients or complete any portion of the certification appointment.

Clerk: Clerk security clearance allows the person to do all the things a Receptionist can do, plus complete certain portions of the WIC certification appointments such as determining income, documenting proofs, providing referrals and recording measurements. This clearance also allows the person to perform all needed functions to print WIC checks, transfer clients in and out of the clinic, terminate clients, send No-Show letters, print reports, and manage nutrition education classes.

RN: RN security clearance allows the person to do all the things a Clerk can do, plus complete additional portions of the certification appointments that assign nutrition risk and provide nutrition education. This clearance also allows the person to complete midcertification appointments for infants and low risk secondary nutrition education contacts for clients.

RD: RD security clearance allows the person to do all the RN can do, plus document High Risk nutrition education contacts.

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KWIC Administrator: KWIC Administrator security clearance allows the person to do many things related to WIC clinic staffing and setting up the calendar. This clearance also allows the person to enter specific local preferences to dropdown lists of referrals, handouts, etc; enter survey questions and answers; and print reports. A person with only KWIC Administrator clearance **cannot** perform most functions that deal with direct WIC services. A person who needs to perform these administrative functions and provide direct clinic services will need both KWIC Administrator clearance and whichever of the other clearances is appropriate. Clinics should have two people with KWIC Administrator clearance so there is less likelihood that the KWIC Administrator is absent when a change is required.

Local Agency Vendor Manager: Local Agency Vendor Manager security clearance allows the person access to the Local Vendor Management application in KWIC to perform needed tasks related to managing WIC approved vendors. A person with only Local Agency Vendor Manager clearance **cannot** access Client Services. A person who needs to perform vendor functions and provide WIC client services will need whichever of the other clearances is appropriate. A WIC Coordinator may choose to have more than one person complete the module and get clearance, not just the person with the official title of LA Vendor Manager.

Breastfeeding Peer Counselor: Breastfeeding Peer Counselor security access allows the person access to all the parts of KWIC that a Receptionist can use, plus the Follow Up Wizard to write notes about contacts with clients. A person with Breastfeeding Peer Counselor security clearance **cannot** issue WIC checks to clients or complete any portion of the certification appointment.

Community Activity

This person can access all functions in the Community Activity application.